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25X1A

10 February 1961

**MEMORANDUM FOR THE RECORD**

SUBJECT: OTR Education Committee Meeting

1. The OTR Education Committee met on 9 February 1961 at 1300 hours with all members in attendance except William [REDACTED] who could not make it due to the lack of the plane flight.

2. [REDACTED] briefed the Committee on the status of the OTR Notice calling for written papers by OTR instructors and gave some ideas as to the types of subjects received from various instructors.

3. [REDACTED] presented the program of preservation of OTR records under the records management program and the vital documents program. He informed the Committee that the several Schools were in various stages of implementing these programs. The main concern of the Education Committee was whether or not to recommend to the School Chiefs a suggested format for lesson plans to be included in these programs. C/PPS will outline in memorandum form to the School Chiefs the necessity for implementing this program under the OTR Emergency, Contingency, and War Plan, and suggest to them that insofar as applicable to their situation their lesson plan formats follow the sample format suggested.

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### Educational Specialist

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OTR/PPS: [REDACTED] :hna (9 Feb 61)

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